

## Submitting ICESA or FSET files

### What is the difference between an ICESA and FSET file?

Both ICESA and FSET allow information for multiple employers to be reported in one file and are commonly used by firms who do payroll for multiple clients. However, individual businesses reporting only one employer can use these formats as well.

The biggest difference between the two formats is ACH Debit payments can be submitted in the FSET file along with the tax and wage data. ICESA does not allow payments to be submitted within the file format.

Please see our eFiling handbook for specifications:

<http://uid.dli.mt.gov/tax/eservice/Montana%20UI%20Contributions%20eFiling%20Handbook.pdf>

### Can I submit ICESA or FSET files using UI eServices for Employers?

Yes, you can submit ICESA or FSET files through eServices. Please see “How do I submit ICESA or FSET files using eServices?”

### How do I submit an ICESA or FSET file using eServices?

1. Log into *UI eServices for Employers*
2. Click “Bulk Services” tab

| APRILS BOOK LOUNGE |            | NAMES AND ADDRESSES |                                 | I WANT TO...                                  |
|--------------------|------------|---------------------|---------------------------------|-----------------------------------------------|
| FEIN               | 98-6453213 | Legal Name          | APRILS BOOK LOUNGE              | <a href="#">View Employer Handbook</a>        |
| Balance            | \$6,971.11 | Mailing Address     | 1315 LOCKEY AVE HELENA MT 59601 | <a href="#">Add Employer's Account Access</a> |
|                    |            |                     |                                 | <a href="#">Register a new UI Account</a>     |

| ACCOUNTS¹   | REQUESTS⁴ | MESSAGES⁰ | LETTERS⁰ | BULK SERVICES |
|-------------|-----------|-----------|----------|---------------|
| MY ACCOUNT¹ |           |           |          |               |

| UI TAX ACCOUNT |              |                    |           |                          |          | Hide History | Filter |
|----------------|--------------|--------------------|-----------|--------------------------|----------|--------------|--------|
| Account Id     | Account Type | Name               | Emp Class | Address                  | Balance  |              |        |
| 205 5517       | UI Tax       | APRILS BOOK LOUNGE | Exp Rated | 1315 LOCKEY AVE HELENA M | 6,971.11 |              |        |

3. Click “Bulk Report Filing” hyperlink

| APRILS BOOK LOUNGE |            | NAMES AND ADDRESSES |                                 | I WANT TO...                                  |
|--------------------|------------|---------------------|---------------------------------|-----------------------------------------------|
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| Balance            | \$6,971.11 | Mailing Address     | 1315 LOCKEY AVE HELENA MT 59601 | <a href="#">Add Employer's Account Access</a> |
|                    |            |                     |                                 | <a href="#">Register a new UI Account</a>     |

| ACCOUNTS <sup>1</sup> | REQUESTS <sup>4</sup> | MESSAGES <sup>0</sup> | LETTERS <sup>0</sup> | BULK SERVICES |
|-----------------------|-----------------------|-----------------------|----------------------|---------------|
| BULK SERVICES         |                       |                       |                      |               |

| Filter                               |                                           |
|--------------------------------------|-------------------------------------------|
| <a href="#">Bulk Report Filing</a>   | Bulk report filing through FSET and ICESA |
| <a href="#">Fiscal Rate Exchange</a> | Fiscal Rate Exchange Request              |

- a. Click "Add Attachment" hyperlink

### ICESA and FSET File Submission

Montana Unemployment Insurance encourages Employers to file their quarterly reports and wage detail listings in electronic media format rather than paper forms. We believe this will save time for both you and the agency in processing your report, and result in more accurate wage and tax information in our files. Since accurate data is the key to proper tax payments and to timely UI benefit payment processing, everyone stands to benefit from electronic reporting.

Attach your Montana ICESA or FSET file using the "Add Attachment" link below or the Attachments box to the left. Click the "Filing Instructions" link below for Montana ICESA and FSET file specifications.

[Add Attachment](#)

[Filing Instructions](#)

- i. Using the drop down box, choose the type of file
  1. ICESA
  2. FSET
- ii. Type a description of the file (i.e. Montana UI File)
- iii. Click the "Browse" button and choose the file to be attached.
- iv. Click "Save"

Select a file to attach

Type

ICESA

Description

Montana UI File

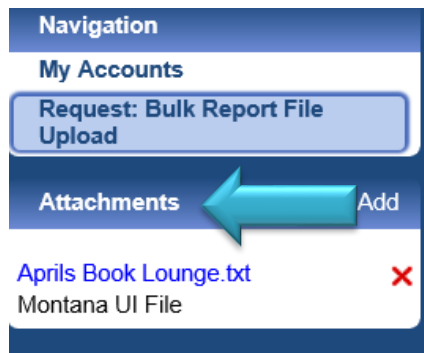
C:\Users\ce0312\Desktop\Aprils Book Lounge.txt

Browse...

Save

Cancel

**Note:** The file will show as an attachment on the navigation bar in eServices.



b. Click "Submit"

A screenshot of the 'ICESA and FSET File Submission' form. At the top right are 'Submit' and 'Cancel' buttons. The main content area contains text explaining the electronic filing process and links for 'Add Attachment' and 'Filing Instructions'. At the bottom right, there is a large blue arrow pointing to a 'Submit' button.

**Note:** The file will be sent through eServices securely, as a file attachment, and automatically uploaded into our system without human intervention.

### How do I know you received my file?

When the submit button is pressed eServices does display a confirmation screen containing your confirmation number.

Under the Requests tab, you can also check the Status of the request. To do so, please follow the instructions below.

1. Click on the Requests tab

| ACCOUNTS <sup>1</sup> REQUESTS <sup>5</sup> LETTERS <sup>0</sup> BULK SERVICES |              |                    |           |                          |          |  |
|--------------------------------------------------------------------------------|--------------|--------------------|-----------|--------------------------|----------|--|
| MY ACCOUNT <sup>1</sup>                                                        |              |                    |           |                          |          |  |
| UI TAX ACCOUNT <sup>1</sup> <span>Hide History</span> <span>Filter</span>      |              |                    |           |                          |          |  |
| Account Id                                                                     | Account Type | Name               | Emp Class | Address                  | Balance  |  |
| 205 5517                                                                       | UI Tax       | APRILS BOOK LOUNGE | Exp Rated | 1315 LOCKEY AVE HELENA M | 6,971.11 |  |

- View Waiting to be Processed requests (tab will show any requests not completed yet) or the Search requests (tab will show all requests, completed and non-completed.)

**Note:** If the file has been received, the request Status will show as Completed. If the file has not been processed, it will show as Pending (not picked up yet) or Processing (picked up but not loaded yet on our side).

| ACCOUNTS <sup>1</sup> REQUESTS <sup>5</sup> MESSAGES <sup>0</sup> LETTERS <sup>0</sup> BULK SERVICES |              |         |    |         |                      |            |
|------------------------------------------------------------------------------------------------------|--------------|---------|----|---------|----------------------|------------|
| WAITING TO BE PROCESSED <sup>5</sup>                                                                 |              |         |    |         |                      |            |
| REQUESTS WAITING TO BE PROCESSED <span>Filter</span>                                                 |              |         |    |         |                      |            |
| Confirmation #                                                                                       | Submitted    | Account | Id | Quarter | Title                | Status     |
| 0-958-693-376                                                                                        | Dec 17, 2014 |         |    |         | Bulk File Attachment | Pending    |
| 0-366-804-992                                                                                        | Feb 04, 2014 |         |    |         | Add account access   | Processing |

ACCOUNTS<sup>1</sup> REQUESTS<sup>4</sup> MESSAGES<sup>0</sup> LETTERS<sup>0</sup> BULK SERVICES

WAITING TO BE PROCESSED<sup>4</sup> SEARCH

REQUEST FROM DEC 31, 2013

Change Date Confirmation Number Defaults Filter

| Confirmation # | Submitted    | Processed    | Account | Id | Quarter | Title                | Status     |
|----------------|--------------|--------------|---------|----|---------|----------------------|------------|
| 0-958-693-376  | Dec 17, 2014 | Dec 17, 2014 |         |    |         | Bulk File Attachment | Completed  |
| 0-366-804-992  | Feb 04, 2014 |              |         |    |         | Add account access   | Processing |

### How long does it take to see the reports showing on eServices after submitting my file?

Files are uploaded nightly (around 6 pm) each weekday unless it is a holiday. If a file is submitted on Saturday morning, the report cannot be viewed on eServices until Tuesday morning, because the file is processed Monday evening.

On rare occasions, the file may have been uploaded but the report is still not showing on eServices. This is due to an error contained within the employer records requiring review by UI Contributions Staff. Once the error is cleared, the report should show on eServices the next business day.